



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

February 3, 2014

Shenatta Van Pelt
232 Hackey Court
Iowa City, Iowa 52240

Dear Shenatta,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe- <http://www.cpsc.gov/>

Here is the department's site for training information. This site has approved trainings listed http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html

This letter is in regards to the (January 29, 2014 compliance check of your Category B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) k- Fire and tornado drills are practiced monthly and documentation kept.

Reason determined out of compliance: You did not have documentation you practice your emergency drills monthly.

How to correct: I gave you a form to use for documenting the dates and times you practice your fire and tornado drills. Practice these drills monthly.

☐ 110.5(1) n- Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Reason determined out of compliance: You did not have documentation you test your smoke detector batteries monthly.

How to correct: I gave you a form to use for documenting the dates and times you test the batteries of the smoke detectors in your home. Test these batteries monthly.

☐ 110.5(1) o- Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

Reason determined out of compliance: I observed you did not have No Smoking signs posted at any of the entrances to your home.

How to correct: You posted No Smoking signs at both exits to your home while I was present. *This item is now in compliance.*

☐ 110.5(1) u- The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

☐ 110.5(1) v- The provider has written policies about responding to health-related emergencies.

Reason determined out of compliance: You did not have written policies for either of these requirements.

How to correct: Use the information sheet I left with you as a guide to writing your policies for mildly ill and health-related emergencies.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2) a- A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Reason determined out of compliance: I did not find this information in your provider file for Shenatta or Joe. If your daughter is going to remain in the home you will need this information for her as well.

How to correct: I left you a Provider Health for to use for this. Have your physician do a physical and complete and sign this form for all household members.

☐ 110.5(2) b- Certificates or training verification documentation for:

☐ 110.5(2) b- Within the first three months of registration:

☐ 110.5(2) b- Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

Reason determined out of compliance: You did not have documentation available that you are certified in Infant and Child first-aid and CPR.

How to correct: If you find your certificates let me know the expiration date for them. If you cannot locate these certificates or if they have expired you will need to complete this training. You can call Child Care Resource and Referral for a list of trainings offered in your area for this.

☐ 110.5(8) Children's Files

☐ 110.5(8) - An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8) a- Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

Reason determined out of compliance: I did not find this information in the files for B, D, and R.

How to correct: Use the Child intake Sheet I left with you to meet this requirement. You need to have the parents complete and sign this form annually.

☐ 110.5(8) b- Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

Reason determined out of compliance: I did not find this information in the files for B, D, and R.

How to correct: Use the Child intake Sheet I left with you to meet this requirement. You need to have the parents complete and sign this form annually.

☐ 110.5(8) c- A signed medical consent from the parent authorizing emergency treatment.

Reason determined out of compliance: I did not find this information in the files for B, D, and R.

How to correct: Use the Emergency Medical Authorization Sheet I left with you to meet this requirement. You need to have the parents complete and sign this form annually.

☐ 110.5(8) d- For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Reason determined out of compliance: I did not find this information in the files for B, D, and R.

How to correct: When a child starts in your care make sure you get a physical dated within the past 12 months and a comprehensive health history. On the Child Intake form there is a section for health issues and special needs. I advise you make sure a parent writes down any special needs or health history information pertinent to the care you provide for that child. If a child's parent says there are no special health issues get that in writing.

☐ 110.5(8) d- For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Reason determined out of compliance: I did not find this information in any of the school-aged children's files.

How to correct: Whenever a school aged child begins in your care make sure the parent's sign a statement of health. The statement should include language the child is in good health and free of any communicable or infectious diseases.

☐ 110.5(8) e- For infants and preschoolers: A statement of health signed by a physician submitted annually.

Reason determined out of compliance: I did not find this information in the files for B.

How to correct: The parents need to get you a copy of a physical on their child that is dated within the past 12 months.

☐ 110.5(8) e- For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

Reason determined out of compliance: I did not find this information in any of the school-aged children's files.

How to correct: I have enclosed a form you can have the parents complete and sign that will meet this requirement.

☐ 110.5(8) f- A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Reason determined out of compliance: I did not find this information in any of the files.

How to correct: The parent can provide you with a list of persons they authorize to pick up their child by completing the Child Intake Sheet.

☐ 110.5(8) g- A signed and dated immunization certificate provided by the state department of public health.

Reason determined out of compliance: I did not find this information in the files for B and B.

How to correct: You can have the parents get a copy of the Iowa Dept. Public Health Immunization certificate form their doctor's office.

☐ 110.5(8) h- For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Reason determined out of compliance: I did not find this information in any of the school-aged children's files.

How to correct: The parents can get you a copy of a physical for these children that was done after they started school.

☐ 110.5(8) i- Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

If you continue to take walks to the park when the weather permits you will need to complete a field trip form for the parents to sign. The form should state the approximate times/dates (such as any day between 10:00 a.m. and 11:30 a.m.) and the destination such as the name and address of the park. You can write on the form what months this covers.

☐ 110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

☐ 110.9(3) Facility requirements

☐ 110.9(3) a- There is a minimum of 35 square feet of child use floor space indoors for each child in care.

Reason determined out of compliance: I was unable to determine compliance for this requirement. You agreed to get a copy of the square footage of the living room/dining room area so we can determine how much space you have available.

How to correct: Please send me a copy of this information so I can calculate the amount of floor space you have available for children in the areas of your home you use for child care.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: March 14, 2014.

X _____
Signature Date

Please do not hesitate to contact me at DHS at toll free 866-534-3112 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at (563/324-3236- ext. 1428- Tessa Amato).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).